

A meeting of the Madison Area Technical College District Board was held on December 5, 2018, at Madison Area Technical College, 1701 Wright Street, Madison, Wisconsin.

Board members present: Shiva Bidar-Sielaff, Elton Crim, Kelly Crombie, Arlyn Halvorson, Joseph Hasler, Frances Huntley-Cooper, Ananda Mirilli and Shawn Pfaff.

Also present: Jack E. Daniels, President; Jon Anderson, Legal Counsel; Valentina Ahedo, Metro Campuses Dean; Turina Bakken, Provost; Tim Casper, Vice-President of Institutional Learning and Effectiveness; James Falco, Associate Vice-President of Regional Campuses; Lucía Nuñez, Vice-President of Equity, Inclusion and Community Engagement; and Mark Thomas, Vice-President of Administrative Services and Chief Financial Officer.

Others present: Ousman Darboe, Student Representative; Steven Ansorge, Student Senate President; Sarah Fritz, Dean of Faculty; Mark Lausch, Associate Vice-President of Institutional Accreditation and Strategic Planning; Sharif Mansur, Director of Professional Development; Randy Way, Interim Dean of School of Applied Science, Engineering, & Technology; and Kristin Rolling, Recording Secretary.

Call to Order ^I

The meeting was duly noticed and called to order at 5:30 p.m.

Routine Business Matters ^{II}

Approval of Meeting Minutes ^{II A}

There was a motion by Mr. Crombie, seconded by Ms. Mirilli, to approve the meeting minutes of November 7, 2018, as submitted. Motion carried.

Public Comments ^{II B}

Student Senate President Steven Ansorge reported on the current activities and initiatives of the Student Senate.

New Business III**Communications** III A**Board Chair's Report** III A 1**Future Meeting & Event Schedule** III A 1 a

Mr. Hasler reviewed the schedule for upcoming meetings and college events, and encouraged Board members to attend.

Mr. Hasler advised that he received a request to move some agenda items up on the agenda and to take things out of order. There was no objection to this action.

President's Report III A 4**Facilities Master Plan** III A 4 a

Dr. Daniels reported that the Board will have the opportunity to ask any questions about the Facilities Master Plan prior to accepting the plan as an action item on the meeting agenda.

Action Items III B**New Program Approval – Maintenance Technician Apprenticeship** III B 1

Mr. Way reported that there is a significant and growing need for Maintenance Technicians in the Madison College District. The addition of the Maintenance Technician Apprenticeship will provide employers with an additional pipeline of talent to fill open positions, as well as provide high-paying job options for apprentices. The addition of the apprenticeship option provides a clear opportunity for growth and will meet the needs of employers in the district.

There was a motion by Ms. Huntley-Cooper, seconded by Ms. Bidar-Sielaff, to approve the new Maintenance Technician Apprenticeship. Motion carried.

West Campus Expansion III B 2

Mr. Thomas reported that Madison College has leased 12,843 square feet of space at 8017 Excelsior Drive since December 1, 2016. This site has served as the West Campus since this date and has been used for academic credit classes as well as continuing education (non-credit) classes and professional development.

A detailed study was recently conducted to analyze credit enrollment numbers at this site. Based on this data it was determined the College should shift all credit programming away from the West Campus after Spring 2019 and rebrand the space as a Corporate Center. All Continuing Education staff, Business and Industry staff and product lines would move to the newly acquired space to create a synergistic home for staff and offerings

In order to meet the above-documented need, the College would like to amend the lease and add an additional 4,661 square feet of vacant space in the building. This will bring the new leased area total to be 17,504 square feet. The lease payments will increase by \$85,296.30 per year (\$18.30 per square foot) to cover the increased, newly acquired space.

There was a motion by Ms. Bidar-Sielaff, seconded by Ms. Mirilli, to:

- 1. Approve amending the existing lease at 8017 Excelsior Drive in Madison to add an additional 4,661 square feet of space while keeping the original lease terms as described herein.**
- 2. Authorize a payment to the landlord (Park Centre, LLC; The Gialamas Company, Inc.) in the amount not to exceed \$389,450.00 (including a 14% contingency) for the build-out of the additional leased space (approximately \$83.56 per square foot).**
- 3. Authorize staff to submit a request for approval for the added 4,661 square feet of space to the Wisconsin Technical College System for their Board approval.**

Motion carried.

Facilities Master Plan III B 3

Mr. Thomas reported that the Facilities Planning and Investment Council (FPIC), along with Plunkett Raysich Architects, has been working on updating the Facilities Master Plan since June 2017. The plan was developed using the guiding principles and shared values of the Shared Governance system including: Transparency, Shared Responsibility, Inclusiveness and Continual Assessment. The Facilities Master Plan represents the collective input from all stakeholder groups. All ideas were gathered together allowing for cohesive and strategic recommendations.

There was a motion by Ms. Mirilli, seconded by Mr. Pfaff, to accept the Facilities Master Plan, to be used as a conceptual guide for the long-range development of facilities in support of the College's Academic Plan, Student Services Plan, and Equity and Inclusion Plan. Motion carried.

Fiscal Year 2017-18 Comprehensive Annual Financial report III B 4

Mr. Thomas reported that on November 7, 2018 a representative from Clifton Larson Allen, LLP (CLA), the district's external auditor, presented the draft FY2017-18 audit report including an unqualified audit opinion on the financial statements. The representative reported that it was a clean audit with no adjustments or non-compliance issues identified.

There was a motion by Ms. Mirilli, seconded by Mr. Crombie, to accept the June 30, 2018 Comprehensive Annual Financial Report. Motion carried.

Fiscal Year 2018-19 Budget Amendment III B 5

Mr. Thomas reported that the Fiscal Year 2018-19 budget was approved by the District Board on June 6, 2018. In accordance with State Statute 65.90(5)(a) and the Wisconsin Administrative Code TCS 7.05(7), and to adhere to the District Board's policy, budget amendments for FY2018-19 were presented.

There was a motion by Ms. Bidar-Sielaff, seconded by Mr. Halvorson, to approve the budget modifications for FY 2018-19. Motion carried unanimously.

Consent Agenda III B 6**Named Gifts** III B 6 a**General fund financial report as of October 31, 2018** III B 6 b**Supplier payments greater than or equal to \$2,500 and schedule of checks issued for the period October 16, 2018, through November 15, 2018** III B 6 c**Employment of personnel** III B 6 d**Resignations and Separations** III B 6 e**Retirements** III C 6 f

There was a motion by Ms. Huntley-Cooper, seconded by Ms. Mirilli, to approve Consent Agenda items III.B.6.a. through f. as submitted. Motion carried.

New Business III**Communications** III A**Student Liaison Report** III A 2

There was no student liaison report.

College/Campus Announcements III A 3

Mr. Falco reported that the Fort Atkinson campus recently received a Community Action grant from Thrivent and used the funds to coordinate a Santa's Wish List for students with children. The Watertown campus recently hosted a manufacturing listening session with the goal of learning more about the workforce needs of manufacturers in the area. Representatives from 16 different companies attended the session. Thirty-three individuals attended a recent open house for the Eastern Region Latino Initiative, with 32 of the attendees registered for English as a Second Language for Careers programs.

Ms. Ahedo reported that Madison College continues to partner with community agencies to secure a grant from the DreamUp Alliance. The goal of the grant is to increase the stability of

middle class families in the area. The marketing campaign for the Goodman South campus has started. Programs and staff continue to transition out of the Downtown Education Center (DTEC).

Dr. Bakken reported that 986 Madison College faculty have completed classes related to online, hybrid and accelerated learning methodologies. Madison College Paralegal program student Alexandra Settle won the first-place \$3,000 Thomson Reuters Scholarship offered through the National Federation of Paralegal Associations. Norma Kropp, Paralegal Program Chair, recently presented at the annual conference of the AAFPE, an organization that promotes quality paralegal and legal studies education.

Mr. Thomas reported that the Drury Southwest proposal for the development of the DTEC property has been granted all necessary approvals from the City of Madison.

Ms. Nuñez reported that the college continues to host Climate and Culture events to increase the college community's exposure to diverse groups.

President's Report III A 4

Center for Health and Well-Being III A 4 b

Dr. Daniels introduced Dr. Mark Lausch to share information about the new Center for Health and Well-Being. Dr. Lausch reported that the center will provide services and host programs and events that will benefit both students and employees.

Monitoring Report III A 4 c

Dr. Daniels Sarah Fritz and Sharif Mansur to provide a monitoring report related to Board Outcome 3: *Employees are supported through professional development that leads to a more refined and retained workforce.*

Ms. Fritz shared information related to the type of professional development that faculty pursue, the funding that is provided for their professional development, as well as upcoming initiatives to provide additional professional development opportunities for faculty.

Mr. Mansur shared information related to the professional development tools and resources that are available to administrative and PSRP staff.

Dr. Daniels provided data on the number of Madison College staff and faculty who participate each of the available health insurance plans. Dr. Daniels also reported that the January 9, 2019, Board meeting will include an update on the college's equity and inclusion efforts, and an update on the options that are available for enhancing the space available at the Portage campus to provide the services of a student achievement center.

Adjournment ^v

**There was a motion by Mr. Pfaff, seconded by Ms. Huntley-Cooper, to adjourn.
Motion carried.**

The meeting adjourned at 7:19 p.m.

Frances Huntley-Cooper, Secretary